



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 22.1

Subject: Administration of Food Service in Youth Development Centers and DCS Group Homes

Supersedes: DCS 22.1, 05/01/03

Local policy: No

Local procedures: No

Requires training: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 02/01/00

Revised date: 08/01/05

Application

To All Youth Development Center Superintendents, Food Service Managers, DCS Group Home Directors and Stewards

Authority: TCA 37-5-106

Policy

Each Youth Development Center (YDC) and DCS Group Home shall administer its food service program so that it is financially and nutritionally responsible as well as responsive to the needs of the youth being served. All records, which support the reimbursable meal payments under the Child Nutrition Program, must be maintained on file by all participating locations for **three (3) years, plus the state's current fiscal year**.

Procedures

A. Records

1. Dietary records

Food service managers/designee must maintain records to document information related to the minimum dietary requirements.

- a) The YDC food service manager/DCS group home steward must maintain an up-to-date daily record of foods prepared (production sheets) and foods served ("as-run" menus).

- b) The food service managers of each youth development center must maintain a monthly record of all foods issued from the warehouse.
- c) Food service managers at each youth development center must maintain at a minimum monthly inventories of food in storage, dates of storage, and methods used to ensure that food is not stored beyond its safe shelf life.

2. Fiscal records

The food service manager at each youth development center must maintain the following:

- ◆ An annual budget plan for the procurement of food, supplies, and equipment necessary to provide the daily food allowance.
- ◆ Records of food expenditures that identify per-capita food costs per meal.
- ◆ Estimated requirements for food for at least 30 days in advance.
- ◆ Records that indicate proof of effective procurement procedures that result in the purchase of supplies for competitive prices as per State of Tennessee purchasing requirements.

3. Meal service records

- a) DCS Group home stewards must maintain meal service records and must forward copies in full by the tenth (10th) of the month to the DCS Food Service Director in central office.
- b) YDC Food service managers must also forward copies of the meals served (daily record sheet) and cost of food used by the YDC's by the tenth (10th) of the month. Labor cost and operational expenses must be forwarded immediately following receipt of STARS.

4. The records must include:

- ◆ The number of youth meals served daily, both reimbursable and non-reimbursable;
- ◆ The number of meals served daily to GED/diploma

youth;

- ◆ The number of meals served to guests, visitors, and staff;
- ◆ The average food cost per meal; and
- ◆ A record of total food, labor, and supply costs.

B. Program reviews

A registered dietitian must review menus for nutritional adequacy in each DCS facility, semi-annually, before implementation to meet the nutritional requirements unique to female youth and those of the male youth and maintain compliance to USDA guidelines for reimbursable meals. As-run menus shall be reviewed annually.

C. Regular meal service

The YDC food service manager and DCS group home steward (or designee/s) must ensure that:

1. At least three (3) meals (of which two (2) are hot meals) are provided at regular mealtimes during each 24-hour period,
2. No more than fourteen (14) hours elapse between the evening meal and breakfast, and
3. Basic nutritional goals are met if the demands for food service on weekends and holidays necessitate variations in the schedule.

D. Uniformity/availability of food

1. Staff dining room

Food available to staff in the dining room must be only food prepared and served to the youth population.

2. Withholding meals

Foods, both snacks and meals, must never be withheld as a disciplinary measure.

3. Food for youth in segregation

Youth in segregation must be served the same meal as that served to the general population.

- | | |
|---|---|
| E. Responsiveness to youth preferences | YDC food service managers and DCS group home stewards must provide feedback from the youth regarding the menus with their superintendent or supervisor and DCS Food Service Director annually for the yearly survey. Together they must achieve a balance between dietary requirements and responsiveness to teenage eating preferences in the master menu. |
| F. Restriction of non-nutritional food items | Foods of minimal nutritional value must not be sold in the food services area during meals, where they would compete with the meals served. |

Forms

None

Collateral Documents

Internal School Uniform Accounting Policy Manual

RDA2888- Food Service Program Files

ACA Standards

ACA 3-JCRF-4A-01

ACA 3-JCRF-4A-02

ACA 3-JCRF-4A-03

ACA 3-JCRF-4A-03

ACA 3-JCRF-4A-10

ACA 3-JTS-4A 02

ACA 3-JTS-4A 03

ACA 3-JTS-4A 04

ACA 3-JTS-4A 05

ACA 3-JTS-4A 06

ACA 3-JTS-4A 08

ACA 3-JTS-4A-14

DCS Practice Model Standard- 7-103A

DCS Practice Model Standard- 8-306